



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Data Analyst
DEPARTMENT: Public Services Department
SALARY: Depending on Experience
CLASSIFICATION: Permanent, Covered, Non-Exempt
OPENING DATE: January 21, 2016
CLOSING DATE: Open Until Filled

SUMMARY OF JOB DUTIES:

Under the direct supervision of the Public Services Director, and working with a Transportation Planner, the responsibility of the Data Analyst is to collect, maintain, manage, interpret and perform analysis of data received from internal data and external data sources. The Data analyst conducts a verification/accuracy process of such data for identifying the problem/s and develops solutions to resolve problem/s and use this information to see the impact on the Departments business operations. Data analyst identifies opportunities and risks associated with different projects and also assists in the presentation of data, ideas and information to the Tribal Council and Community.

ESSENTIAL FUNCTIONS:

- Regular attendance.
- Ability to establish and maintain a positive working relationship with co-workers and customers.
- Ability to work independently and handle multiple tasks.
- Review, analyze and interpret collected data using different tools, statistical techniques such as MS Excel and data management systems to provide accurate & reliable reports to the company.
- Acquires data from internal and external data sources; build a system to maintain databases/data systems.
- Develop a healthy data collection systems & sound strategies for getting quality data from different sources.
- Responsible for preparing presentations, conducting research and maintaining the quality of database systems.
- Assists in database administration, design, security and timely maintenance of the data base.
- Responsible for preparing various statistical reports on operational performance on monthly, quarterly and annual basis.
- Prepares drafts and develops standards for different reports on data management systems.
- Interacts individually with clients to identify their information and research needs.

- Assists and provides counseling and advice to the clients in determination of suitable analytical methodology.
- Monitors, trains and gives direction on the work of lower-level staff.
- Keeping the area clean of trash.
- Perform various recycling duties as assigned.
- Other jobs as assigned.

MINIMUM QUALIFICATIONS REQUIREMENTS:

- ♦ Must be 18 years of age.
- ♦ Must have a High School Diploma or GED.
- ♦ Associate Degree in Computer Science, Statistics, Mathematics, or Engineering
- ♦ Must have a Valid Driver's License and be eligible for the Tribe's vehicle insurance.
- ♦ Ability to establish and maintain a good working relationship with employees and community members
- ♦ Any combination of experience, education and training that demonstrates the ability to perform the duties and responsibilities of the position.
- ♦ Must submit to a pre-employment and random drug/alcohol testing.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities